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|  | INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL | |
| | Chapter 12: Foster Family Home Licensing | Effective Date: October 1, 2012 |
| | Section 16: Foster Family Home Relicensure | Version: 3 |

POLICY **[REVISED]**

[REVISED] The Indiana Department of Child Services (DCS) requires each licensed foster family home to complete relicensure every four (4) years.

An application for relicensure should be signed and dated before the date of expiration of the license.

If the application for relicensure is not received timely, and the home intends to apply for relicensure, the license will remain in effect until renewed.

If the requirements for relicensure have not been met but the licensed foster family and DCS has determined that relicensure will proceed, it will be necessary for the licensing worker to request a license with a Corrective Action Plan. See separate policy, [12.17 Probationary Status](#).

If the non-compliance of a licensing requirement constitutes a safety concern the licensing worker must submit a request to the Central Office Licensing Unit to place the home on probation in addition to implementing a Corrective Action Plan. See separate policy, [12.17 Probationary Status](#).

If a licensee submits an application for relicensure, whether timely or not, DCS will process the application and issue a decision of licensure or denial.

If the home is relicensed, the relicensure would be effective at the time of expiration of the previous license.

Code Reference

[IC 31-27-4-16: Duration of license; limitations; renewal](#)

PROCEDURE

[REVISED] The application for relicensure of a foster family home should be completed, signed and dated on, or prior, to the expiration date of the license that is in effect. This signature date will be entered into the Management Gateway For Indiana's Kids (MaGIK) as the application date.

Ninety (90) days prior to the license expiration, the licensing worker¹ will:

1. Communicate with the foster parents about the relicensing timeframes and inquire if they wish to be relicensed;
2. Provide applicable forms and documents to be completed for licensure renewal; and
3. Inform the foster family that a visit will be scheduled when it is time for relicensure.

[REVISED] During the relicensure home visit, the licensing worker will:

1. Conduct a home visit to update information and determine if the family continues to meet the requirements for licensure;
2. Complete the [Resource Family Home Physical Environment Checklist \(SF53186\)](#) to ensure the safety of the home;
3. Utilize the [Re-Licensure Checklist for Foster Family Homes \(SF53155\)](#) to track completion of all the relicensure requirements;
4. Collect the following relicensure forms and documents:
 - a. [Application for Foster Family Home License \(SF10100\)](#),
 - b. Verification of the number of training hours required by level of care for the supervision provided by the foster home. See separate policy [12.14 In-Service Training Requirements](#),
 - c. Verification of completion of medical trainings. See separate policy, [12.6 Medical Training Requirements](#),
 - d. Updated [Foster / Adoptive Family Inventory \(SF54607\)](#),
 - e. Signed [Application for Criminal History Background Check \(SF53259\)](#),
 - f. Signed [Resource Parent Role Acknowledgment \(SF54642\)](#) for the renewal period,
 - g. Results from the [Water Agreement \(SF54612\)](#), if applicable,
 - h. Completed [Medical Report for Caregivers \(SF45145\)](#), and
 - i. Completed [Medical Report for Household Members \(SF45144\)](#), if applicable.
5. Provide feedback to the foster family home from the Family Case Manager (FCM) by using the [Licensing Staff Inquiry Regarding Foster Family Home \(SF53214\)](#) form regarding the children currently placed in the foster family home, if applicable.

Following the home visit and collection of forms, the licensing worker will:

1. Inform the foster family home of any missing documentation by utilizing the [Initial Licensure Checklist for Foster Family Homes \(SF53153\)](#) form;
2. Process the background checks. See separate policy, [13.9 Conducting Background Checks for Foster Home Licensing](#);
3. Update the Foster Family/Adoptive Home Preparation Assessment Summary incorporating changes from the previous three (3) years and as reported in the most recent [Annual Report Regarding Resource Family Home \(SF53213\)](#);
4. Discuss recommendation with Supervisor;
5. Update MaGIK with the date each requirement was completed; and
6. Process the licensure recommendation in MaGIK.

See separate policies, [12.13 Licensing Recommendation and Approval Process](#), [12.18 License Denials](#), [12.26 Withdrawing from the Foster Family Home Program](#), and [13.10 Evaluation of Background Checks for Foster Family Home Licensing](#).

¹ The licensing worker refers to the DCS Regional Foster Care Specialist (RFCS) or the Licensed Child Placing Agency worker

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| PRACTICE GUIDANCE |
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N/A

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| FORMS AND TOOLS |
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1. [Resource Family Home Physical Environment Checklist \(SF53186\)](#)
2. [Re-Licensure Checklist for Foster Family Homes \(SF53155\)](#)
3. [Application for Foster Family Home License \(SF10100\)](#)
4. [Foster Family/Adoptive Home Preparation Assessment Summary](#)
5. [Annual Report Regarding Resource Family Home \(SF53213\)](#)
6. [Application for Criminal History Background Check \(SF53259\)](#)
7. [Foster / Adoptive Family Inventory \(SF54607\)](#)
8. [Resource Parent Role Acknowledgment \(SF54642\)](#)
9. [Water Agreement \(SF54612\)](#)
10. [Medical Report for Caregivers \(SF45145\)](#)
11. [Medical Report for Household Members \(SF45144\)](#)
12. [Initial Licensure Checklist for Foster Family Homes \(SF53153\)](#)
13. [Licensing Staff Inquiry Regarding Foster Family Home \(SF53214\)](#)

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| RELATED INFORMATION |
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N/A